



CHANGE OF LOCATION Checklist

City Clerk's office 303-538-7230
 9500 Civic Center Drive
 Thornton, Colorado 80229-4326

- **ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW**
- A duplicate set of documents will be required after initial review.
- Incomplete application documents will not be accepted.
- Allow six weeks for processing.
- Provide documents in order of the Checklist - **Single-Sided - No Staples Please**
- All documents and copies need to be legible and either typed or printed in BLACK ink on **8-1/2 x 11 size paper** only.
- ALL documents must be properly executed and correspond with name of applicant exactly.

CHANGE OF LOCATION DOCUMENTS	
	\$150.00 Colorado Department of Revenue (\$100.00 concurrent review fee if applicable).
	\$750.00 City of Thornton.
	State Form DR-8442 - Permit Application & Report of Changes (complete appropriate sections and sign).
	Floor Plan of Proposed Premises (8-1/2" x 11" size only) Outline "Licensed Premises" in RED INK - Include square footage and seating capacity.
	Purchase Agreements or Stock Transfer Agreements.
	Notes or Loans (assumed, banks, previous owner).
	Provide Affidavit of Source of Funds invested.
	Provide Affidavit stating establishment is not within 500 feet of school.
	Signed Copy of Deed or Lease covering entire license period in the name of the licensee only, or Assignment of Lease if applicable with consent and acceptance.
	City Form 5 - Zoning Referral Form signed by City Development Department.
	City Form 12 - Authorization and Consent to Release Information.
	Provide Affidavit stating information on Individual History Record has not changed.
	Picture of posted hearing sign due one week before the hearing.
	Contact City Sales Tax 303-538-7400 to change address.
	Certificate of Occupancy - Contact the City Building Inspection Division 303-538-7250 – City Clerk's office requires a copy AFTER approval of application and BEFORE the Permit to Change Location will be issued.

DOCUMENT SUBMITTAL INSTRUCTIONS	
	<ul style="list-style-type: none"> ➤ ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW ➤ A duplicate set of documents will be required after initial review. ➤ Incomplete application documents will not be accepted. ➤ Allow six weeks for processing. ➤ Provide documents <u>in order of the Checklist - Single-Sided - No Staples Please</u> ➤ All documents and copies need to be legible and either typed or printed in BLACK ink on 8-1/2 x 11 size paper only. ➤ ALL documents must be properly executed and correspond with name of applicant exactly.
	Contact Lucille Miller, Deputy City Clerk at 303-538-7215 to schedule an appointment for initial review.
	The Lease must be in applicant's name (same entity name which will appear on the application form and liquor license). Copies of the original lease must be submitted along with an Assignment of Lease, if applicable.
	The Local Licensing Authority (LLA) generally meets on the third Wednesday of each month. The completed application packets must be returned to the City Clerk's office no later than six weeks prior to the LLA meeting for consideration.
	The LLA Rules of Procedure and Chapter 42, Article II of the Thornton City Code are included in the packet for your information. You may also purchase a copy of the Colorado Liquor and Beer Code from the State Forms Center, 4200 Garfield, Denver, Colorado 80216, telephone number 303-321-4164 (commodity number 615-82-66-1015), or from the City Clerk's office, telephone number 303-538-7230.
GENERAL INSTRUCTIONS/INFORMATION	
	Please complete the first three questions on City Form 5 - Zoning Referral and then submit it with a copy of the site plan to the City Development Department. Submit signed copies of Form 5 with your application to the City Clerk's office. If a development permit is required it must be issued before the LLA can consider the application.
	Upon receipt of a <u>complete</u> application packet, the City Clerk's office can schedule the public hearing for the next regular meeting of the LLA but not less than 30 days from the date of filing the application.
	The City Clerk's office will set the boundaries of the neighborhood and send you a map. If the boundaries are unacceptable the applicant has five days to notify the Deputy City Clerk and the matter will be scheduled for a boundary hearing at the next LLA meeting.
	At the public hearing the Applicant has the burden to prove the reasonable requirements of the neighborhood ("Requirements") and desires of the adult inhabitants of said neighborhood ("Desires") C.R.S. 12-47-301.
	<u>Petitions</u> One manner of showing the needs and desires is by circulating petitions within the designated relevant neighborhood as shown on the boundary map. Many applicants use a marketing survey firm to circulate petitions. Sample petitions are available in the City Clerk's office should you decide to do your own survey. Petitions are due no later than 5:00 p.m. the Friday prior to the hearing.
	After LLA approval allow one month for the State to process the application. Both City and State approval is needed before the change of location can take place.
	Prior to issuance of the approved Change of Location you will need to provide copies of the city sales tax license, Certificate of Occupancy, and Tri-County Health Department inspection.
POSTING/PUBLISHING REQUIREMENTS	
	The City Clerk's office will publish the notice of hearing in the <u>Northglenn/Thornton Sentinel</u> two weeks prior to the hearing.
	The Applicant will need to post the public notice sign(s) prepared by the City Clerk's office on the proposed premises at least ten days prior to the public hearing and submit pictures of the posted sign(s) at least one week prior to the hearing.
	The Applicant needs to ensure that the sign(s) remain posted for at least ten consecutive days including the hearing date and verify by completing the Posting Verification Affidavit (supplied by the City Clerk's office), which includes the date posted, exact location, and daily log used to check the condition of the signs.
	The Posting Verification Affidavit will need to be submitted to the Deputy City Clerk just prior to the public hearing.
	If the City's posting board is used to display the sign, it will need to be returned to the City Clerk's office the day after the public hearing.